

Monthly Cleaning Checklist - Kansas City	Blue Rm	Green Rm	Hyg 1	Hyg 2	Hyg 3	Sterile	Xray	Lab	Breakroom
Clean Op stations: top to bottom-dust above TV									
Remove items inside drawers and wipe down									
Wipe space behind computer monitors and tower									
Ensure all drawers and storage space is neatly organized									
Wipe down sink stations									
Sanitize Paper Towel and soap dispensers									
Floors are swept									
Wipe down under patient chair, dust as needed									
Clean/Wipe handles, high traffic touch points									

During Temp Office Closure utilize the following tasks:

Organize supply shelves
 Complete deep clean checklist
 Cross train BA specific?
 Wipe down shelves - review expiration dates and rotate products as needed
 Complete personal checklists
 Sanitize Sterilization
 Deep clean trash cans
 Clean Fridge
 Organize and dispose of soiled towels
 Paint and scuffs or marks on any and all walls including hallways, tx rooms etc